

## **TUNXIS COMMUNITY COLLEGE**

**POSITION:** **Registrar**  
Full time CCP-19 (12 month, Tenure-Track Position)

**ANTICIPATED  
STARTING DATE:** February, 2016

### **MINIMUM**

**QUALIFICATIONS:** Master's Degree in appropriately related field plus 2 years of Records office related experience and 2 years of supervising others, preferably in a college or university. Demonstrated advanced knowledge of student records practices and methods which generally are accepted by the higher education field. Demonstrated advanced knowledge of computerized and manual systems for collecting, preserving and reporting student information, preferably Banner.

Applicants who do not meet the minimum qualifications as stated are encouraged to put in writing precisely how their background and experience have prepared them for the responsibilities of this position and by providing appropriate references.

**RESPONSIBILITIES:** This position works under the direction of the Dean of Student Affairs. The Registrar is accountable for the accuracy, reliability, timeliness, retrieval, reporting and security of information about the College's students through effective performance in: student registration; comprehensive student records; interpretation, programming and implementation of academic policy; reporting of student information; budget management; management of staff. The position is expected to have extensive relationships with students, faculty, administrators and staff. These relationships require of the incumbent a high degree of courtesy, cooperation and genuine interest in assisting others in the pursuit of learning.

**MINIMUM SALARY:** \$68,419 plus excellent state benefits package

### **APPLICATION PROCEDURE:**

Submit a detailed letter of interest which directly addresses how your experience aligns with the qualifications outlined above, current resume and the names and contact details of three professional references to:

Tunxis Community College  
Human Resources Department  
Reference: Registrar  
271 Scott Swamp Road  
Farmington, CT 06032-3187

Mailed applications only - No electronic applications please.  
Official copies of all transcripts and professional credentials will be required of all finalists.

**APPLICATION**

**DEADLINE:** Application materials must be postmarked on or before January 15, 2016  
**(extended deadline).**

All candidates interviewed will be required to complete the unclassified Board application form  
(<http://www.tunxis.edu/human-resources/>)

*Tunxis Community College is an Affirmative Action/Equal Opportunity Employer  
and strongly encourages the applications of women, minorities, persons with  
disabilities and veterans.*

Tunxis Community College does not discriminate on the basis of race, color, religious creed, age, gender, gender identity or expression, national origin, marital status, ancestry, present or past history of intellectual disability, learning disability or physical disability, veteran status, sexual orientation, transgender status, genetic information or criminal record. The following individuals have been designated to handle inquiries regarding the non-discrimination policies: Professor Jessica Waterhouse, Title IX Coordinator, [jwaterhouse@tunxis.edu](mailto:jwaterhouse@tunxis.edu) (860)773-1646 and Affirmative Action/Equal Employment Officer Charles Cleary, [ccleary@tunxis.edu](mailto:ccleary@tunxis.edu) (860)773-1302, Tunxis Community College, 271 Scott Swamp Road, Farmington, CT 06032.